



ChattanoogaAutismCenter.org
Office (423) 423-531-6961
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1400 McCallie Ave, Suite 100
Chattanooga, TN, 37404

2022 Chattanooga Autism Center Intern Program

Interns are expected to follow CAC COVID protocols

Clinical experiences:

- Interns will have the opportunity to observe therapy sessions and autism assessments.
- Observing other treatment programs, such as ABA and music therapy.
- Greeting clients at the reception desk behind a window, wearing a mask, and following all other health protocols.
- Clinic management experience (client scheduling, clinical files, insurance claims, etc...)

Social services experiences:

- Connecting with parents, autistic adults, and others who are seeking support.
- Making connections with resources and service providers in our region.
- Developing a greater understanding of autistic individuals and characteristics of autism.
- Building writing and verbal communication skills as you help parents, autistic adults, and service providers connect to the resources they need.

Tasks, projects, and responsibilities:

- Working with clinicians to schedule clients and manage client files.
- Answering phone calls and emails from families seeking resources and helping them find appropriate programs and resources.
- Creating content for weekly email newsletter.
- Updating content for website.
- Assisting in grant writing (or, depending on skill level, completely writing small grants).
- Assisting in nonprofit management tasks.

Requirements:

- Be available 12+ hours per week for at least 1 semester. Some tasks can be done offsite.
- Must be reliable - no unexcused absences or tardiness.
- Must demonstrate excellent writing skills, especially technical writing, and ability to communicate concisely and professionally via emails, fliers, web articles, etc.

To, apply, submit the following:

1. Resumé
2. Letter of interest that includes reasons why you would be a good fit for this internship
3. Emails and phone numbers for three references (employers, professors, etc.)

Email application to Amber Doolittle at amber@chattanoogaautismcenter.org.

Call 423-531-6961 opt 3 with questions.